



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

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<b>Proposed Policy Number and Title:</b> <u>662524 Graduate Program Continuation, Credit, and Graduation Requirements</u>		
Current Policy Number and Title: 524 Graduate Program Continuation, Credit, and Graduation Requirements		
<b>Approval Process*</b>		
<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Compliance Change
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision—Limited Scope
<input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> Deletion
<small>*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.</small>		

<b>Draft Number and Date:</b>	<u>Stage 2 Regular, October 6, 2025</u>
<b>President's Council Sponsor:</b>	<u>Wayne Vaught</u>
<b>Policy Steward:</b>	<u>Steven Sylvester</u>

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
<b>Drafting and Revision</b> Entrance Date: <u>2/13/2025</u>	<b>Drafting and Revision</b> Entrance Date: _____	<b>President's Council Approval</b> Approval Date: _____
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<b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____		



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<b>POLICY TITLE</b>	Graduate Program <u>Continuation</u> , Credit, and Graduation Requirements	<b>Policy Number</b>	<u>662524</u>
<b>Section</b>	Student Affairs	<b>Approval Date</b>	<u>June 22, 2024</u>
<b>Subsection</b>	Academic Standards, Credits, and Grades	<b>Effective Date</b>	<u>June 22, 2024</u>
<b>Responsible Office</b>	Office of the <u>Provost</u> /Senior Vice President of Academic Affairs		

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## 1.0 PURPOSE

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**1.1** This policy establishes the University's requirements for graduate continuation, credit, residency, and and graduation requirements for graduate programs.

## 2.0 REFERENCES

**2.1** Northwest Commission on Colleges and Universities (NWCCU) Standards for Accreditation, § 1. Standard 1.C.9E

**2.2** Utah Board of Higher Education Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

**2.3** Utah Board of Higher Education Policy R402; Certificate and Degree Award Structures

**2.43** Utah Board of Higher Education Policy R475, *Common Course Numbering*

**2.54** UVU Policy 522 Undergraduate Credit and Transcripts

**2.654** UVU Policy 525 *Credit for Prior Learning*

**2.765** UVU Policy 541 *Student Code of Conduct*

**2.76** UVU Policy 548 Academic Rights and Responsibilities of Healthcare and Counseling Clinical Program Students

**2.87** UVU Policy 605 *Curriculum Process*

**2.98** UVU Policy 658 *Establishment and Administration of Graduate Programs*

**2.10** UVU Policy 661 Graduate Admissions and Continuation



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### 3.0 DEFINITIONS

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**3.1 Accredited institution:** An institution of higher learning that has been granted accreditation status by a regional or national accrediting agency within a scope of authority approved by the U.S. Department of Education.

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**3.12 Combined master's degree program:** Bachelor's and master's degree programs that can be completed simultaneously by a graduate student who is admitted into the combined master's degree program. A program into which a graduate student is admitted and will complete a bachelor's and master's degree concurrently.

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**3.3 Endorsement courses:** A group of courses that prepares K-12 teachers or teacher candidates for specific area certification/endorsement in Utah by the Utah State Board of Education.

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**3.4 Full-time graduate student:** Graduate students registered for nine credits or more per semester or summer. A nine credit hour minimum load is generally accepted by sponsoring agencies for certifying full-time status. Graduate students are considered half-time graduate students when registered for four or more credits and less than nine credits per semester or summer.

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**3.25 Graduate student:** For the purposes of this policy, a student admitted to a UVU graduate program and enrolled in graduate-level courses, or a student with a bachelor's degree or higher admitted as a non-matriculated graduate student. A student who is admitted to a graduate program and is taking graduate courses, or a student who holds a bachelor's degree or above and who has been admitted as a non-matriculated graduate student and is taking graduate courses.

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**3.36 Joint master's degree program:** Two master's degree programs that can be completed simultaneously by a graduate student admitted into the joint master's degree program. A program into which a graduate student has been admitted and will complete two master's degrees simultaneously.

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**3.4 Second master's degree:** A graduate program a graduate student completes after earning a first master's degree and that requires additional unique credit hours.

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**3.7 Non-matriculated graduate student:** A graduate student enrolled for credit but not admitted into a UVU graduate program.

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### 4.0 POLICY

#### 4.1 Requirements for Enrollment in Graduate Level Courses Graduate Credit Rules



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79 **4.1.1** Graduate students must complete a minimum of thirty (30) credit hours of 5000- or 6000-  
80 level coursework to earn a master's degree, with no more than twelve (12) credits at the 5000  
81 level. Only UVU graduate students are permitted to enroll in graduate level courses.

82

83 **4.1.2** Graduate students must complete a minimum of nine (9) and a maximum of twenty-nine  
84 (29) credit hours of 5000- or 6000-level coursework to earn a graduate certificate.

85

86 **4.1.3** To earn a second master's degree, graduate students must complete at least fifteen (15)  
87 unique credit hours beyond those required for the first master's degree.

88

89 **4.1.4** Graduate programs must be approved through the University's curriculum process (see  
90 Policy 605) and published in the university catalog. Credit sharing is permitted as specified in  
91 program requirements.

92

93 **4.1.5** At least two-thirds of graduate program credit hours must be completed through UVU or  
94 recognized partner institutions accredited institutions of higher education.

95

96 **4.1.6** A maximum of one-third of program credit hours may come from a combination of transfer  
97 credit and prior learning credit, subject to program approval. Individual graduate programs may  
98 establish stricter prior learning and transfer credit criteria.

99

100 **4.1.6.1** Graduate credits from another accredited institution or equivalent are subject to grade and  
101 grade-point average minimums, as well as other requirements of the graduate program.

102

103 **4.1.6.2** Approved transfer credits will not replace required residency hours and will not be  
104 calculated into the student's UVU GPA.

105

106 **4.1.6.3** Graduate programs may establish partner agreements with other institutions to accept  
107 their graduate course credits. These partner agreements must be approved through official  
108 curriculum processes and by the Office of General Counsel and the Provost. These credits will be  
109 counted toward a student's required two-thirds residency hours.

110

111 **4.1.7** No more than six (6) credit hours may come from special topics coursework.

112

113 **4.1.8** Courses below the 5000 level may not count toward graduate program requirements. **4.1.2**  
114 Graduate students are not permitted to register for more than 17 credit hours per semester unless  
115 the graduate program director approves an exception.

116

117

118 **4.2** **Graduation Requirements for Graduation in Graduate Programs**

119



120 **4.2.1** To earn a master's degree, students must complete a minimum of 30 credit hours of 5,000  
121 or 6,000 level coursework graduate coursework beyond the bachelor's degree. Credit from 5000  
122 level coursework may be used to fulfill up to 12 credits of the master's degree requirements.

125 **4.2.2** To earn a graduate certificate, students must complete a minimum of 9 and a maximum of  
126 29 credit hours of graduate coursework beyond the bachelor's degree 5,000 or 6,000 level  
127 coursework.

129 **4.2.1** Graduate students must maintain a minimum cumulative GPA of 3.0. A graduate certificate  
130 cannot be awarded before the bachelor's degree is completed.

132 **4.2.2** Graduate credit for courses with a grade of C- or lower shall not be applied toward a  
133 graduate program.

135 **4.2.3** Graduate students must complete all requirements as outlined in the university catalog for  
136 their designated catalog year.

138 **4.2.4** Graduate students must completed All all graduate coursework must be completed within  
139 six-(6) years unless an extension is approved.

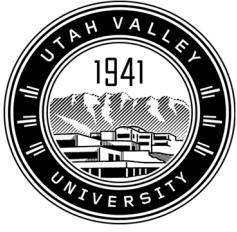
141 **4.2.5** -A bachelor's degree must be awarded before the conferral of a graduate certificate and/or  
142 graduate degree.

144 **4.2.6** Students must complete and be awarded a bachelor's degree before they can be enrolled in  
145 a graduate certificate or graduate degree program, unless they are admitted into a combined  
146 master's degree program.

#### 149 **4.2.3 Second Graduate Degree Requirements**

151 **4.2.73.1** Graduate students who earn a second master's degree must complete at least fifteen (15)  
152 unique credit hours beyond those required for the first master's degree.

154 **4.2.7.1** Courses that satisfy requirements in both programs may be applied to both degrees, except  
155 in joint master's degree programs, which follow distinct requirements. Students may earn a second  
156 master's degree at UVU but must meet all degree requirements for both graduate degrees. When a  
157 course is required for part of the program curriculum for both graduate the first and second  
158 master's degrees, taking the required course fulfills satisfies both graduation requirements for both  
159 degrees. However, the total number of credits for the second master's degree must be at least 15  
160 credit hours beyond the credit hours required for the first master's degree.



161  
162 **4.2.4 Joint Master's Degree Programs**

163  
164 **4.2.4.1** ~~Joint master's degree programs shall be approved through the University curriculum~~  
165 ~~process and through the process stated in Section 4.2.4.2 and published in the university catalog.~~

166  
167 **4.2.4.2** ~~The graduate program committees of the master's programs participating in the joint~~  
168 ~~master's degree program shall develop multi-year coordinated course offering schedules that~~  
169 ~~allow students to complete the joint master's degree program in a reasonable time frame~~  
170 ~~communicated by the joint master's degree program. This schedule shall be reviewed and~~  
171 ~~approved by both graduate program directors, the dean(s) associated with the master's degree~~  
172 ~~programs, and the Graduate Council. This approval must occur during the curriculum approval~~  
173 ~~process. Any changes to the course offering schedule must be approved by both graduate~~  
174 ~~program directors and the dean(s) associated with the master's degree programs.~~

175  
176 **4.2.4.3** ~~Joint master's degree programs must consist of a minimum of 45 total graduate~~  
177 ~~5,000 and/or 6,000 level credit hours combined. Each master's degree in the joint program must be at~~  
178 ~~least 15 credit hours. Credit from 5000 level coursework may be used to fulfill up to 12 credits of~~  
179 ~~the masters' degree requirements.~~

180  
181 **4.2.4.4** ~~A student must be admitted into the joint master's degree program to earn the master's~~  
182 ~~degrees concurrently. Students must receive admission approval from both master's degree~~  
183 ~~programs to be admitted into the joint master's degree program.~~

184  
185 **4.2.4.5** ~~Students must meet all degree requirements for both master's degrees. Each master's~~  
186 ~~degree may list required courses in the other joint degree program as elective courses in its degree~~  
187 ~~program. When a course meets the required or elective course requirements of both master's~~  
188 ~~degrees, another course is not substituted; taking the course satisfies the requirements of both~~  
189 ~~master's degrees.~~

190  
191 **4.2.4.6** ~~Students must complete the joint master's degree programs simultaneously. Students may~~  
192 ~~withdraw from the joint master's program and remain in one of the master's degree programs~~  
193 ~~without penalty.~~

194  
195 **4.2.4.7** ~~A student shall be awarded two master's degrees after successfully and simultaneously~~  
196 ~~completing the joint degree program.~~

197  
198 **4.2.5 Combined Master's Degree Programs**



200 **4.2.5.1** In accordance with UVU Policy 658 *Establishment and Administration of Graduate*  
201 *Programs*, combined master's degree programs shall be approved through the university  
202 curriculum process and published in the university catalog.

203

204 **4.2.5.2** Combined master's degree programs allow students to complete a bachelor's and a  
205 master's degree concurrently.

206

207 **4.2.5.3** A minimum of 30 credit hours of graduate 5,000 and/or 6,000 level coursework beyond the  
208 bachelor's degree is required for the master's degree. Credit from 5000 level coursework may be  
209 used to fulfill up to 12 credits of the master's degree requirements.

210 **4.2.5.5** Students must meet all degree requirements for both the bachelor's and the master's  
211 degrees.

212

213 **4.2.5.6** A student must be admitted into the combined master's degree program to earn the  
214 bachelor's and master's degrees concurrently.

215

216 **4.2.5.7** A student must have completed 90 semester credit hours of undergraduate courses before  
217 beginning a combined master's degree program.

218

219 **4.2.5.8** A student shall be considered a graduate student while enrolled in the combined master's  
220 degree program. This may impact the student's ability to receive financial aid that is normally  
221 available for undergraduate students.

222

223 **4.2.5.9** A student shall be awarded the bachelor's degree and master's degree upon the successful  
224 completion of the combined degree program. A student who fails to complete the requirements  
225 for the master's portion of the combined degree will still be eligible to be awarded the bachelor's  
226 degree by successfully completing all requirements for the related standalone bachelor's degree.  
227 A master's degree cannot be awarded before the bachelor's degree is completed.

228

229 **4.3 Graduate Coursework Completion Time Limits**

230

231 **4.3.1** Students shall complete graduate coursework within six years; individual programs may  
232 require graduate coursework to be completed in fewer than six years. Previously earned  
233 certificate and endorsement courses completed within a period of six years may count toward the  
234 completion of graduate programs in the School of Education. When extenuating circumstances  
235 warrant, a student may request an extension to coursework completion time limits.

236

237 **4.4 Graduate Graduation Requirements**

238



239 ~~4.4.1 Credit for courses in which a student earns a grade of "C" or lower shall not be applied~~  
240 ~~toward any graduate degree or certificate. Individual graduate programs may establish higher~~  
241 ~~minimum grade requirements for individual courses.~~

242  
243 ~~4.4.2 A cumulative GPA of 3.0 or higher is required for students to graduate from a graduate~~  
244 ~~program. Individual programs may establish higher GPA requirements.~~

245  
246 ~~4.4.3 All graduation requirements for graduate programs will be published in the university~~  
247 ~~catalog.~~

248  
249 **4.5 Graduate Credit for Prior Learning**

250  
251 ~~4.5.1 Graduate credit for prior learning may be awarded in accordance with Policy 525 *Credit for*~~  
252 ~~*Prior Learning*, subject to the credit limitations in section 4.7.1 of this policy.~~

253  
254 **4.6 Transfer Credit for Graduate Programs**

255  
256 ~~4.6.1 Graduate credits from another regionally accredited institution or equivalent are subject to~~  
257 ~~grade and grade point average minimums, as well as other requirements of the graduate program.~~

258  
259 ~~4.6.2 Approved transfer credits will not replace required residency hours.~~

260  
261 ~~4.6.3 Approved transfer credits will not be calculated into the student's UVU GPA~~

262  
263 ~~4.6.4 Graduate programs may establish partner agreements with other institutions to accept their~~  
264 ~~graduate course credits. These partner agreements must be approved through official curriculum~~  
265 ~~processes and by the Office of General Counsel and the Provost. These credits will be counted~~  
266 ~~toward a student's required two thirds residency hours so they can meet the requirements of~~  
267 ~~section 4.7.1.~~

268  
269 **4.7 Limitations on Prior Learning Credit, and Transfer Credit, and Special Topics Credit**

270  
271 ~~4.7.1 To be eligible to graduate from a graduate program, the student must complete a minimum~~  
272 ~~of two thirds of their graduate program credit hours through the University or its recognized~~  
273 ~~partner institutions. Therefore, a maximum of one third of graduate program credits used for the~~  
274 ~~master's degree or graduate certificate may come from a combination of prior learning credit and~~  
275 ~~transfer credit. Individual graduate programs may require students to complete more than two-~~  
276 ~~thirds of graduate program credit hours in their programs. Individual graduate programs may~~  
277 ~~establish stricter prior learning and transfer credit criteria.~~

278  
279 ~~4.7.2 A maximum of twenty percent of credits used for the master's degree may come from~~  
280 ~~special topics course credits.~~

281



282 **4.8 Graduate Student Responsibilities**

283

284 **4.8.1** Graduate students must maintain a minimum cumulative 3.0 GPA to remain in their  
285 graduate programs.

286

287 **4.8.2** Graduate students are subject to the Student Rights and Responsibilities Code contained in  
288 Policy 541 *Student Code of Conduct*, and sections 4.8.1, 5.4.1, and 5.4.2 of this policy.

289

290 **4.39 Graduate Program Requirements**

291

292 **4.9.1** Graduate programs shall be consistent with the University's mission, in keeping with the  
293 expectations of its respective disciplines and professions, and described in nomenclature that is  
294 appropriate to the levels of graduate and professional degrees offered.

295

296 **4.9.2** Graduate programs shall differ from undergraduate programs by requiring, among other  
297 things, greater depth of study; demands on student intellectual or creative capacities; knowledge  
298 of the literature of the field; and ongoing student engagement in research, scholarship, creative  
299 expression, and/or relevant professional practice.

300

301 **4.10 Graduate Tuition**

302

303 **4.3.110.1** Graduate students are assessed graduate tuition rates. For the purposes of tuition  
304 assessment and financial aid, all university students are classified as either graduate or  
305 undergraduate students and have their tuition assessed based on that classification regardless of  
306 the course level.

307

308 **4.3.110.2** Graduate students Matriculated graduate students are subject to the tuition rate for the  
309 graduate program to which they are admitted. pursuing joint master's degrees are charged the  
310 higher tuition rate of the two programs.

311

312 **4.10.2.1** For joint master's degree programs, students shall be charged the higher tuition rate of  
313 the two programs.

314

315 **4.3.310.2.2** Graduate students pursuing For combined master's degree programs are charged  
316 tuition rates based on the level of the courses they take, students shall be charged different tuition  
317 for courses taken in the combined master's degree program compared to the related separate  
318 bachelor's and master's degrees' tuition. .

319

320 **4.10.2.3** Graduate Certificate in Secondary Teaching and Master of Arts in Teaching Secondary  
321 Teaching courses shall be charged the graduate tuition rate. Additional undergraduate courses that  
322 are required for state licensure that are taken during this graduate certificate or master's program  
323 shall be charged the undergraduate tuition rate.



324

325 4.3.410.3 Non-matriculated graduate students are charged the tuition rate of the program offering  
326 the course, are subject to the graduate tuition rate of the graduate program that offers the class(es)  
327 in which the students are enrolled.

328

329

## 5.0 PROCEDURES

330

331 5.1 Graduate Credit Evaluation~~Course Level Numbering and Acceptability~~

332

333 5.1.1 Graduate courses shall use the following numbering system:

334

335 1) 6000-6999: Graduate level courses

336

337 2) 6800-6899: Graduate seminars (including methodology and research seminars)

338

339 3) 6900-6999: Directed readings, individual projects, theses, etc.

340

341 4) 6790R: Special topics

342

343 5) 6890R: Internship

344

345 6) 6900R: Independent study

346

347 7) 6960R: Master's individual project

348

349 8) 6970R: Master's thesis research

350

351 9) 6990R: Master's thesis continuing registration

352

353

354 5.1.2 Advanced upper division courses shall use the following numbering system:

355

356 1) 5000-5799: Advanced upper division courses

357

358 2) 5800-5999: Advanced upper division courses dedicated to seminars, directed reading,  
359 individual projects, etc., by permission of the program director

360

361

362 5.1.1 Graduate program committees are responsible for evaluating graduate transfer credit, prior  
363 learning credit, and credit from previously completed graduate programs to determine whether  
364 such credits are appropriate to the graduate program.

365

366 5.1.2 Following the graduate program committee's evaluation of official transcripts, the graduate



367 program director shall inform the Transfer Credit Office of approved credits. The Transfer Credit  
368 Office shall record approved credit in the student's official record.

369 **5.1.3** For purposes of efficiency, an advanced upper division 5000 level course may be  
370 scheduled concurrently with a corresponding 6000 level course, with the two sections meeting  
371 together under the same instructor.

373 **5.1.3.1** The 6000 level course and the related 5000 level course shall have the same credit ratios,  
374 instructional methods, and last three digits for course numbers. They must also have similar  
375 course titles and course descriptions. In addition to the identical learning objectives and  
376 assignments required in the 5000 level course, the corresponding 6000 level course shall have  
377 additional and substantive learning objectives and assignments approved for graduate level work  
378 beyond those required of students enrolled at the 5000 level.

380 **5.1.3.2** A maximum of twelve credits of 6000 level courses required for a master's degree and a  
381 maximum of six credits of 6000 level courses for a graduate certificate may be scheduled  
382 simultaneously with 5000 level courses. 5000 and 6000 level courses shall not be scheduled  
383 concurrently with courses numbered below the 5000 level.

385 **5.1.4** Credit from 5000 level coursework shall not be used to fulfill master's degree or graduate  
386 certificate requirements, except for 5000 level endorsement courses accepted by the School of  
387 Education and specific and unusual 5000 level courses identified and approved for that purpose  
388 by the Graduate Council and Provost. Credit from 5000 level coursework may be used for  
389 graduate certificates and to fulfill up to 12 credits of graduate degree requirements.

391 **5.1.4.1** Except for the Graduate Certificate in Secondary Teaching and Master of Arts in  
392 Teaching Secondary Education programs, credit from 5000 level endorsement coursework or  
393 from coursework in specific programs approved by the Provost's office completed outside of  
394 Utah Valley University shall not exceed twelve credits nine credits applied toward applied  
395 toward the completion of an eligible master's degree or three one third of the credits applied  
396 toward the completion of a graduate certificate program.

398 **5.1.4.2** For the Graduate Certificate in Secondary Teaching or Master of Arts in Teaching-  
399 Secondary Education programs, 15 credits of 5000 level Alternative Pathway to Professional  
400 Educator Licenses courses may be applied toward completion of these graduate certificate or  
401 master's programs.

403 **5.1.5** All 5000 level credits shall be recorded in the student records and on student transcripts as  
404 5000 level courses.

406 **5.1.6** To apply 5000 level endorsement course credit toward an eligible graduate program, a  
407 student must earn a grade of "B" or higher in the course and obtain approval from the graduate  
408 program director.



410 **5.1.7** Credits from 5000 level endorsement courses shall not be applied toward both  
411 undergraduate and graduate degrees/certificates except for specific and unusual 5000 level  
412 courses identified and approved by the Graduate Council and Provost.

413  
414 **5.1.8** Credits from undergraduate courses below the 5000 level shall not be applied toward a  
415 graduate degree or certificate.

416  
417  
418 **5.2 Extension of Graduate Coursework Completion Time Limits**

419  
420 **5.2.1** Graduate students may request an extension to the six-year coursework completion time  
421 limit by submitting a written petition to the graduate program director.

422  
423 **5.2.2** The graduate program director, in consultation with the graduate program committee when  
424 appropriate, may approve or deny the petition. The graduate program director's decision shall be  
425 final. **5.2.1** To request an extension to coursework completion time limits, a student shall submit  
426 the request in writing to the graduate program director. The graduate program director may or  
427 may not grant the extension. The graduate program director's decision shall be final.

428  
429 **5.3 Graduate Credit Evaluation**

430  
431 **5.3.1** Graduate program committees are responsible for evaluating graduate transfer credit and  
432 credit from previously completed graduate programs and determining whether these credits are  
433 appropriate to the graduate program the student is seeking.

434  
435 **5.3.2** Graduate program committee faculty shall evaluate a student's graduate coursework  
436 transcript. The decision of the graduate program committee shall be final.

437  
438 **5.3.3** Following the graduate program committee's evaluation of official transcripts, the graduate  
439 program director shall inform the Transfer Credit Office of any approved transfer and/or  
440 previously earned graduate credit. The Transfer Credit Office is responsible for posting transfer  
441 and/or previously earned graduate credit to the student's record in the university student  
442 information system.

443  
444 **5.4 Graduate Student Continuation and Suspension**

445  
446 **5.4.1** Once admitted and enrolled, graduate students shall maintain continuous registration during  
447 fall and spring semesters, and during summer semester if required by the graduate program.

448  
449 **5.4.1.1** If graduate students cannot maintain continuous registration, they should file for a leave  
450 of absence. Before filing for a leave of absence, the student should discuss the reasons for the  
451 leave of absence with the graduate program director.

452



453 **5.4.1.2** Service members and reservists shall be readmitted to a program if they are temporarily  
454 unable to attend class or have to suspend their studies due to service requirements.

455  
456 **5.4.1.3** Except for the service members and reservists stated in the previous section, the graduate  
457 program committee or its graduate program director or college/school graduate director designee  
458 may or may not grant the leave of absence. The graduate program committee or its designee's  
459 leave of absence decision shall be final.

460  
461 **5.4.1.4** Students who fail to maintain continuous registration and who have not been granted an  
462 official leave of absence shall be suspended from their graduate program. They shall be  
463 ineligible to register for future semesters unless they are readmitted through their graduate  
464 program's procedures.

465  
466 **5.4.2** Graduate students whose cumulative graduate GPA falls below 3.0 shall be placed on  
467 academic notice for the following semester. Students whose GPA remains below 3.0 after the  
468 notice semester shall be suspended from their graduate program and shall not be permitted to  
469 register or attend graduate courses.

470  
471 **5.4.2.1** Graduate students who are suspended from a graduate program for failing to maintain a  
472 cumulative 3.0 GPA may appeal in writing to the graduate program director within 30 days of  
473 the suspension. Students should provide supporting materials and information justifying the  
474 request.

475  
476 **5.4.2.2** The graduate program director shall present the written appeal to the graduate program  
477 committee for consideration.

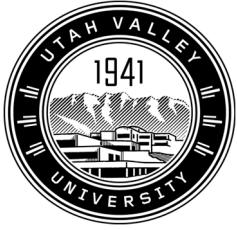
478  
479 **5.4.2.3** The decision of the graduate program committee shall be final.

480  
481 **5.4.3** Graduate students suspended from the University for violation of sections 4.8, 5.4.1, 5.4.2,  
482 Policy 541 *Student Code of Conduct* or Policy 548 *Academic Rights and Responsibilities of*  
483 *Healthcare and Counseling Clinical Program Students* who wish to complete their program of  
484 study must apply for readmission to the applicable graduate program. The graduate program  
485 committee may review the reason for suspension when considering readmitting suspended  
486 students.

487  
488 **5.5 Non-matriculated Graduate Students**

489  
490 **5.5.1** Students admitted as non-matriculated graduate students shall meet course prerequisites  
491 unless exceptions are approved by the program director. Non-matriculated graduate students may  
492 take a maximum of 12 semester credit hours of graduate courses as non-matriculated students.

493  
494 **5.5.2** If approved by the graduate program committee, a maximum of 12 semester credit hours of  
495 non-matriculated credit, taken no more than three years prior to approval, shall be applied toward



496 [a graduate degree or graduate certificate.](#)

497

<b>POLICY HISTORY</b>		
Date of Last Action	Action Taken	Authorizing Entity
February 11, 2016	Policy approved through regular policy process.	UVU Board of Trustees
June 22, 2024	Revised policy approved through regular policy process.	UVU Board of Trustees
	<a href="#"><u>Revised policy approved through regular policy process.</u></a>	<a href="#"><u>UVU Board of Trustees</u></a>

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## POLICY 662 EXECUTIVE SUMMARY

**Policy Number and Title:** 662 *Graduate Program Continuation, Credit, and Graduation Requirements*

<b>Date:</b>	February 13, 2025
<b>Sponsor:</b>	Wayne Vaught
<b>Steward(s):</b>	Steven Sylvester, Kyle Hicken
<b>Policy Process:</b>	Regular
<b>Policy Action:</b>	Revision
<b>Policy Office Editor:</b>	Cara O'Sullivan, Amanda Cooke
<b>Embedded Attorney:</b>	N/A

**Note:** This policy was previously Policy 524.

**Summary Updated Oct. 7, 2025**

### **Issues/Concerns (including fiscal, legal, and compliance impact):**

The revision significantly streamlines Policy 662 by removing content related to continuation and enrollment management, focusing exclusively on credit and graduation requirements. The policy title reflects this change, dropping "Continuation" entirely.

This revision transforms Policy 662 from a policy/procedure document into a focused policy on academic credit and graduation standards, with administrative procedures redistributed to more appropriate policy homes or future graduate program handbook, similar to UCC.

### **Suggested Changes:**

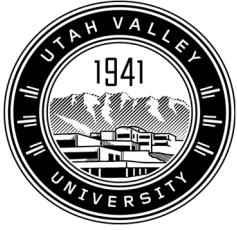
#### *Substantive Policy Changes*

- *Special Topics Credit:* Reduced from 20% of the degree to a fixed six credits maximum
- *Transfer Credit:* Broadened from "regionally accredited" to "accredited institution or equivalent" with detailed criteria
- *Second Master's Degree:* Now explicitly requires 15 unique credits (clarified rule)
- *Definitions:* Streamlined from 8 definitions to 5, removing operational terms

#### *Structural Improvements*

The revised Policy 662 draft consolidates scattered credit rules into a single, organized section, improving readability while maintaining all core graduation requirements (3.0 GPA, six-year time limit, residency requirements, etc.).

This revision transforms Policy 662 from a policy/procedure document into a focused policy on academic credit and graduation standards, with administrative procedures redistributed to more appropriate policy homes or future graduate program handbook, similar to UCC.



*Key Content Migrations*

*Moving to UVU Policy 661 (Graduate Continuation):*

- Student enrollment rules and caps
- Continuation and suspension procedures
- Non-matriculated student policies
- Full-time student status definitions

*Moving to UVU Policy 658 (Program Requirements):*

- Joint and combined program details
- Program-specific requirements
- Course numbering systems

**Requested Approval from President's Council:** Entrance to Stage 1

**Proposed Drafting Committee:** Kyle Hicken, Steven Sylvester, Laurie Sharp, Jeff Williams, Mohamed Lotfy, Nicole Gearing, Jeffrey O'Flynn, Christine Walker, David McEntire, Malissa Brooks, Aliny Xavier.

**Target Date for Stage 1 Draft to Enter Stage 2:** TBD

**Target Date for Board of Trustees Review:** TBD